

Scientific Integrity Meeting Proposal

TYPE OF CONFERENCE (please check one):

- ☐ Introductory Misconduct Workshop
- ☐ Advanced Misconduct Workshop
- ☐ Research Integrity
- ☐ Other (please specify): _____

TITLE OF PROPOSED MEETING:

PROPOSED DATE:

PROPOSED LOCATION:

ORGANIZER (to whom correspondence will be sent):

Name and title:

Institution:

Mailing Address:

Telephone:

Fax:

E-mail:

ADDITIONAL CO-SPONSOR (optional):

Name and title:

Institution:

Mailing Address:

Telephone:

Fax:

E-mail:

ADDITIONAL CO-SPONSOR (optional):

Name and title:

Institution:

Mailing Address:

Telephone:

Fax:

E-mail:

SYNOPSIS

(250-350 WORDS - PLEASE TYPE)

Please describe the subject of your proposed meeting, highlighting the questions, issues, and research to be addressed. Please do not summarize the presentations or describe the proposed agenda here. Include a rationale for the conference/workshop, the proposed length of the meeting, date(s), location, estimated attendance, and the special expertise or status that your institution would be able to contribute to the event. Use a separate page if necessary.

PROPOSED AUDIENCE AND MARKETING PLAN

Describe the intended audience for your meeting. Indicate how the conference or workshop will be publicized and include a description of the geographic area to be covered in promoting the meeting. Also indicate modes of travel and accommodations available for out-of-town participants. Use a separate page if necessary.

PROPOSED AGENDA

For each agenda item, describe the length and type of session envisioned, and indicate whether any of the proposed speakers have agreed to participate. Along with a proposed title or topic, include one or two sentences describing the expected content or perspective of each speaker's presentation. Also indicate the types of issues to be included in open discussions or break-out sessions.

Be sure to include details on the ORI staff participation expected during the program.

TASKS AND TARGET DATES

ORI is willing to help institutions in planning the program, providing materials for the participant notebook, and suggesting speakers. Specifically, ORI wants to encourage institutions to consider including an ORI staff member on the planning committee.

Institutions generally are responsible for finalizing the program, inviting the speakers and arranging their travel, producing a meeting brochure, promoting the meeting, registering participants and providing information about travel and housing, reserving the meeting space, arranging for food and refreshments, assembling a notebook for participants, and making conference products available to participants and others after the meeting.

List and briefly describe specific tasks that the institution and ORI will undertake in planning and hosting the meeting, and provide target dates for completion of these tasks. Also indicate whether the institution or ORI will be taking the lead on accomplishing each task. Use a separate page if necessary.

BUDGET PROPOSAL

Please itemize anticipated expenses and revenues for the event. Include a proposed budget for the entire project, the amount of funding being requested from ORI, and explain how the ORI funds would be used.

Also indicate if other sources of funding have been identified, and the amounts being requested.

MEETING PRODUCTS

At a minimum, a notebook of meeting materials should be provided to each participant, and an executive summary written about the meeting presentations and discussions.

The meeting notebook should include the final meeting agenda, contact information for all participants and speakers (name, title, institution, address, phone and fax number, and e-mail address), copies of presentations or overheads, and any additional reading or resource materials that are made available.

Please explain the other materials that will be produced as a result of the proposed meeting, such as proceedings, publications, audiotapes, videotapes, etc., and how their availability will be publicized.

Send original and five copies to:

Alicia Dustira, Ph.D.
Division of Education and Integrity
Office of Research Integrity
5515 Security Lane
Suite 700
Rockville, MD 20852
Telephone: 301-443-5300 Fax: 301-443-5351
E-mail: adustira@osophs.dhhs.gov

NOTE: Copies of instructions and the application form may be downloaded from ORI's web site at <http://ori.hhs.gov>.

All submissions will be acknowledged upon receipt.

Please retain a copy for your records.

REVISED 01/19/01